

SERVICES/PLACEMENTS

Provider Search

Non-Payable Services

Transitional Living Services (BSA)

PROS – Provider Search

```
CAFSPROS                PROVIDER SEARCH                08/31/2011    10:16
USER ID : CS4566
PROV NO : 0007001  001    PROV NAME: YOUTH HOMES
                           FACIL NAME: SUSAN TALBOT HOME FOR BOYS & G

PLEASE ENTER ALL OR A PORTION OF THE PROVIDER'S NAME

PROVIDER NAME : reynolds
OR
PROVIDER NUMBER :
OR
FEDERAL TAX ID NUMBER :

PATH:
```

- This screen provides a means for locating providers who have been entered into the system
 - This includes Day Care, Foster Families, Adoptive Families and Agencies and Facilities
- You can search for a specific provider by entering one of the following criteria
 - PROVIDER NUMBER
 - FACILITY NUMBER, which also includes the PROVIDER NUMBER
 - First two or three characters of the providers LAST NAME
 - Federal Tax ID Number
- The more search criteria that you have the more limited your search will be
- The system will take you to PROL (Provider List) screen after performing a search
- Be thorough in your search in order to avoid entering duplicate providers into the system

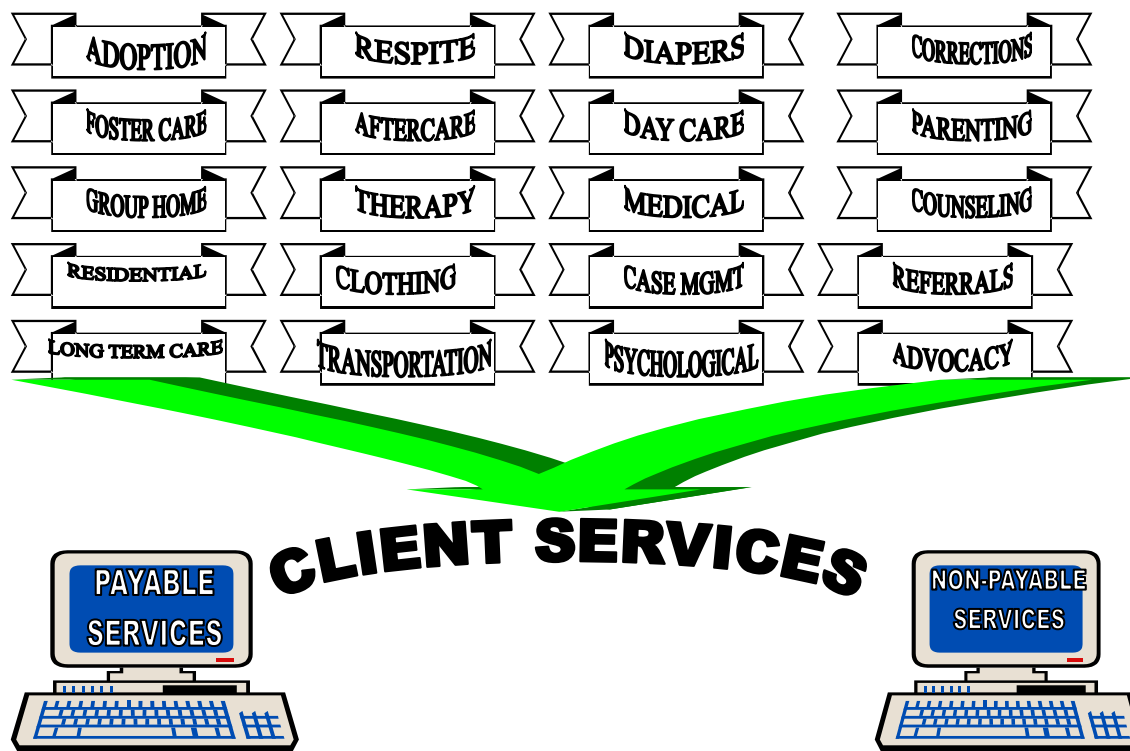
PROL – Provider List

```
CAFSPROL                      PROVIDER LIST                      06/13/2011    9:48
USER ID : CS4566                      PAGE NO:    2
PROV NO : 0000000 000      PROV NAME:

DISPLAY A=ACTIVE OR B=BOTH(ACTIVE AND INACTIVE LICENSES: B
TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY
SEL PROV-NO LOC  PROVIDER NAME                                TYP COUNTY
- 0007001 004 MISSOULA YOUTH HOMES INC.                      X 032 MISSOULA
- 0007001 005 MISSOULA YOUTH HOMES INC.                      X 032 MISSOULA
- 0007001 006 MISSOULA YOUTH HOMES, INC                      X 032 MISSOULA
- 0001028 001 MMM                                             A 025 LEWIS & CLARK
- 0001116 001 MONTANA HOME                                    F 025 LEWIS & CLARK
- 0001117 001 MONTANA HOME                                    F 025 LEWIS & CLARK
- 0001039 001 MORRIS                                          A
- 0001039 001 MORRIS MARY                                     F
- 0001116 001 MT HOME                                         A 025 LEWIS & CLARK
- 0001117 001 MT HOME                                         A 025 LEWIS & CLARK
- 0007001 003 MYH FRANCETICH GROUP HOME                      F 032 MISSOULA
- 0007001 009 MYH FRANCETICH GROUP HOME II                   X 032 MISSOULA
- 0007001 009 MYH FRANCETICH YOUTH GROUP HOME II            F 032 MISSOULA
- 0007001 008 MYH RADTKE TREATMENT CENTER                    F 032 MISSOULA
- 0007001 005 MYH SHIRLEY MILLER ATTENTION HOME              F 032 MISSOULA

                                PATH: █
```

- This screen will display all matches to the search criteria chosen on PROS (Provider Search) screen
- You can SELECT, INQUIRE or MODIFY an individual provider on this screen
- You may select a provider and use the fast PATH to access further information
- You may choose to select providers who only have active licenses or providers with both active and inactive licenses
- To add a provider after a provider search has been completed, press F11
 - PROE (Provider Entry) will be displayed



- The system allows you to track payable and non-payable services for a client
 - The system will display a client's placement/service history
- On line service approval and alerts

SERL - Services List

```

CAFSSERL                                SERVICES LIST                                01/17/2008    14:49
USER ID : C7TR15                                PAGE NO: 001
CAPS ID : 00002084    25    NAME: FURST, EVE

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE    TO ADD=F11 + FASTPATH
START FROM:                                SERVICE CODE:

APPRV
S  RSN  SERVC  DESCRIPTION                FACILITY NAME    OPEN DATE    CLOSE DATE  S  A  C
-  IL  SBSAP  BSA TRANSITIONAL L  TUMBLEWEED      01/01/2008    99/99/9999
-  IL  SBSAA  BSA SKILLS ASSESSM  TUMBLEWEED      01/01/2008    99/99/9999
-  PT  SEMRM  REMOVAL              TINY TOTS DAY C  12/20/1997    99/99/9999
-  MP  SCALL  CLOTHING ALLOWANCE  TINY TOTS DAY C  12/20/1997    12/22/1997  A

PATH: █

```

- This screen displays the history of all services provided to a specific client
- The worker can INQUIRE, MODIFY and DELETE services on this screen
- The worker can enter a SERVICE CODE to view specific types and dates of services
 - Once a service is completely approved, the only update allowed will be to enter the CLOSE DATE
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode
- To add an SBSAP service (Transitional Living Plan), the SBSAA service (Assessment) must be entered first

SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON-PAYABLE          01/17/2008    14:50
USER ID : C86100    INQUIRE
CAPS ID : 00002084    25    NAME: FURST, EVE

SERVICE CODE: SBSAP          BSA TRANSITIONAL LIVING PLAN
PROVIDER      : 0005015  000    TUMBLEWEED
OPEN DATE    : 01/01/2008
CLOSE DATE   : 99/99/9999

REASON FOR SERVICE: IL      INDEPENDENT LIVING
REASON FOR REMOVAL (PRIMARY):    OTHERS:

COMMENTS:

SHIFT+F1=MORE DETAIL

PATH:
```

- This screen allows input of all non-payable services provided to a specific client
- Only non-payable funding sources can be input on this screen
 - No trust account funding sources or provider overpayments are allowed on this screen
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMRM) and a PRIMARY reason will be required.
 - Up to four OTHER reasons for removal can be entered and other reasons are optional
- Workers can press SHIFT+F1 to access the CREI (CPS Removal Eligibility Information) screen in inquire mode. IVE Unit and specific Program Bureau staff will update CREI.
- Workers with the TLP supertask can press SHIFT+F1 to access the BSAS (Building Skills Plan Summary) screen to add transitional living plan details.

BSAS – Building Skills Plan Summary

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSBSAS BUILDING SKILLS PLAN SUMMARY 04/10/2008 14:04

USER ID : C74142SW INQUIRE PAGE NO: 001

CAPS ID : 00001300 00 NAME: KOCH, MELISSA

PLAN START DATE: 03/08/2006 ANTICIPATED EMANCIPATION DATE: 06/20/2008

FC CLOSURE DATE: 03/08/2006 I.L. SERVICE END DATE:

I.L. GOAL: CFC CONTINUE IN FC, FINISH HS ED OR GED

OBJECTIVE	END DATE
APPLY FOR FINANCIAL AID	99/99/9999
OBTAIN SUMMER EMPLOYMENT	99/99/9999
GRADUATE FROM HIGH SCHOOL	99/99/9999

MENTOR NAME(S) : EMILY ROGERS

CASH STIPEND AMOUNT:

HOW TO CONTACT THE CHILD AFTER EMANCIPATION: MARY REYNOLDS (406) 443-8411

SHIFT+F1=MORE DETAIL

PATH:

4/10/08 : 00.1 24/76

Connected to host 161.7.90.3 (TCP00391) NUM 12:06 PM

- The plan start date is defaulted from the date entered on the SERN screen for the SBSAP service
- An independent goal must be selected and then individual objectives may also be entered
- Up to three (3) mentors can be entered on the screen
- Cash stipend amount is defaulted in based on the total amount of dollars spent by requesting SBSAC (Youth Cash Stipend) services on the SERP screen
- Pressing SHIFT + F1 will access the BSAE (Building Skills Evaluation) screen

BSAE – Building Skills Evaluation

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSBSAE BUILDING SKILLS EVALUATION 04/10/2008 14:06

USER ID : C74142SW INQUIRE PAGE NO: 001

CAPS ID : 00001300 00 NAME: KOCH, MELISSA

CURRENT LIVING ARRANGEMENTS: APN DATE EVALUATION COMPLETED: 03/08/2006

EDUCATION LEVEL: C10 COMPLETED 10TH GRADE

IF POST SECONDARY, RECEIVING AID (Y/N):

IF DROPPED OUT, LAST GRADE COMPLETED :

DRIVERS LICENSE STATUS: CL COMPLETED DRIVERS TRAINING (Y/N): Y

EMPLOYMENT STATUS: EM EMPLOYED

1. RATE OF PAY: 7.00 PER: HOR ANNUAL WAGE: 7280.00

HOURS PER WEEK: 20 LENGTH OF TIME EMPLOYED (MOS): 6

2. RATE OF PAY: PER: ANNUAL WAGE:

HOURS PER WEEK: LENGTH OF TIME EMPLOYED (MOS):

NUMBER OF JOBS HELD IN PAST YEAR:

-----PUBLIC ASSISTANCE INFORMATION-----

START DATE END DATE PGM SUB DESCRIPTION

PATH: █

4.8 : 00.1 24/76

Connected to host 161.7.90.3 (TCP00391) NUM 12:06 PM

- This screen is used for periodic evaluations of the youth involved in the Independent Living program
- Current living arrangements, education level, driver and employment status can be entered